

MADERA COUNTY

SENIOR BUYER

DEFINITION

Under direction, to supervise, assign, coordinate, review, and participate in the work of staff providing Central Services operations, functions, and activities; to perform a variety of complex and specialized and purchasing duties involved in the procurement of equipment, materials, and services; to provide assistance to County Departments concerning Central Services functions; and to do related work as required.

SUPERVISION EXERCISED

Exercises direct supervision over technical and clerical staff.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level in the Buyer class series. Positions at this level are distinguished from the next lower classification level of Buyer II by the complexity and difficulty of the work performed. Positions at this level possess a significant level of specialized, technical or functional expertise beyond that expected at the journey level. Positions at this level require highly specialized knowledge, abilities, skills and experience, and often exercise independent judgment in the performance of their duties. The advanced journey level Senior Buyer class provides supervision to professional, technical, and clerical positions and assumes responsibility for administering, overseeing, and coordinating a defined program or function.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Supervises, assigns, coordinates, reviews, and participates in the work of staff responsible for providing Central Services functions including purchasing, stores, and mail functions; provides supervision and training to assigned staff; assigns and evaluates staff work; ensures adherence to appropriate policies and procedures; provides assistance with the most difficult and complex purchasing problems; oversees and participates in the preparation, completion, and maintenance of a variety of records and reports; prepares reports and necessary correspondence; maintains specialized information and records required by Department functions; assists with budget development, preparation, and expenditure control; provides recommendations and implements modifications in purchasing policies and procedures; communicates and interprets purchasing policies and procedures; assumes responsibility for the ordering of materials, services, and equipment needed for County operations; gathers, interprets, and investigates data relative to purchasing problems; confers with County departments and evaluates requisitions for materials, supplies, and equipment; makes recommendations relative to Department requests; develops bid specifications, examines and evaluates bid proposals, and recommends bid awards; reviews bids for acceptability; negotiates agreements or contracts for commodities or services for which competitive bidding is not appropriate; monitors contracts to ensure vendor compliance; researches and locates sources of supply, compares costs and evaluates quality and suitability of products, and purchases service, supplies, and equipment; interviews and evaluates vendors.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles of supervision, training, and performance evaluation.
Principles of budget development, preparation, and expenditure control.
Principles and practices of governmental purchasing.
Pertinent Federal, State, and local laws, codes, and regulations.
Operations, functions, services, and activities of the Central Services program.
Functions and operations of all County departments.
Types of materials, supplies, and equipment commonly used in local government agencies.
Modern office practices, methods, and computer equipment.

Skill to:

Operate modern office equipment including computer equipment.

Ability to:

Supervise, assign, coordinate, and review the work of assigned staff.
Interpret, apply, and explain the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.
Prepare recommendations for resolving purchasing problems.
Maintain detailed and accurate operational and financial records and prepare reports.
Audit claims and invoices.
Organize, research, and compile data and information.
Confer with various departments regarding service and supply needs.
Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
Negotiate agreements for commodities and services.
Gain cooperation through discussion and persuasion.
Evaluate quality and price of products to judge suitability of goods and alternatives offered.
Research, develop, review, and make recommendations on technical and non-technical bids.
Perform complex purchasing and contract assignments.
Communicate clearly and concisely, both orally and in writing.
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Three years of responsible purchasing experience including some supervisory experience.

Training:

Equivalent to the completion of the twelfth grade supplemented by course work in purchasing, bookkeeping, or accounting.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment.

Effective Date: May, 1995